

USAJOBS

CONTROL NO IT2791

DIRECTOR OF DEVELOPMENT

OPEN PERIOD 04/16/2001 - 05/07/2001

SERIES/GRADE: SL-0301-00/

SALARY: \$ 105,437 TO \$ 133,700, ANNUAL

ANNOUNCEMENT NUMBER: VACANCY 010059

HIRING AGENCY: LIBRARY OF CONGRESS

DUTY LOCATIONS: 0001 vacancies WASHINGTON, DC

REMARKS: No further information provided.

Link to: To apply for this position online.

CONTACT: Employment Office

PHONE: (202) 707-5627

INTERNET ADDRESS: www.loc.gov

Library of Congress

101 Independence Avenue SE

LM-107

Staffing and Recruitment Group

Washington, DC 20540-2295

Full vacancy announcement follows. Please be sure to review for complete qualification and "How to Apply" information.

Vacancy Announcement

LIBRARY OF CONGRESS

Vacancy Announcement Number: VACANCY 010059

Opening Date: 04/16/2001

Closing Date: 05/07/2001

Position: DIRECTOR OF DEVELOPMENT

SL-0301-00

Salary: \$105437 per year - \$133700 per year

Duty Location: 1 vacancy at WASHINGTON, DC

Applications will be accepted from:

Open to all qualified persons.

Major Duties: Serves as the principal fundraiser and planning officer overseeing all private fundraising and development activities and programs for the Library of Congress. Develops policy and provides program oversight. Establishes overall operating policies, priorities, and procedures. Assists in the preparation of fundraising goals and proposals.

Qualifications Required:

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with the following knowledge, skills, and/or abilities to perform the duties of the position without more than normal supervision.

Knowledges, Skills and Abilities Required:

Ability to analyze organizational and operational problems and develop solutions.

Ability to communicate in writing.

Ability to communicate orally.

Ability to meet and deal with others.

Ability to manage resources, programs, and projects.

Knowledge of fund-raising techniques, strategies, and resources.

Basis of Rating:

Applicants meeting basic eligibility requirements will be rated and ranked on the knowledges, skills and abilities, and other characteristics (KSA's) required to perform the duties of the position. Please review KSA's carefully. Include in the write-ups such things as experience in and out of Federal service that gave you the specific knowledge, skill or ability; objectives of your work; and evidence of your success (such as accomplishments, awards received, etc.)

Pay, Benefits and Work Schedule:
Conditions of Employment:
Other Information:

RELOCATION EXPENSES ARE NOT AUTHORIZED FOR THE PERSONS SELECTED UNDER THIS VACANCY ANNOUNCEMENT.

The Library of Congress is the national library of the United States and is part of the Legislative Branch of the Federal Government. As such, all positions are in the excepted service.

Appointment/retention is subject to a favorable evaluation of an appropriate personnel security/suitability investigation.

The Library reserves the right to fill a lesser or greater number of vacancies indicated during the life of this vacancy announcement.

Applicants who are referred for interview will be required to submit a completed OF-306, Declaration for Federal Employment.

Initial appointments, permanent or indefinite, to the Library of Congress require completion of a one-year probationary period.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

APPLICANTS WITH DISABILITIES MAY BE CONSIDERED UNDER SPECIAL HIRING PROCEDURES AND MUST SUBMIT AN APPROPRIATE CERTIFICATION OF ELIGIBILITY WHEN APPLYING. FOR MORE INFORMATION CONTACT THE DISABILITY PROGRAM COORDINATOR AT (202) 707-3960 (VOICE) OR (202) 707-9948 (TTY) OR EMAIL vmag@loc.com.

How To Apply:

Applications must be received by the closing date of the announcement to receive consideration.

HOW TO APPLY: To be considered for this vacancy, applicants may apply online or complete and submit an applicant job kit that includes applicant questionnaire. The online application process allows applicants to prepare an application package that can be printed for personal use and saved and/or edited on the website for future use. The application process contains all the data elements that are required for resumes submitted for federal employment and may be submitted electronically.

The applicant job kit requires completion of a scannable form. You can request a copy of the applicant job kit and scannable form by contacting the Employment Office at the address or phone number listed below (a facsimile of the scannable form cannot be accepted):

The Library of Congress
Employment Office - Staffing/Recruitment Group
101 Independence Avenue, SE, LM-107
Washington, DC 20540-2295
(202) 707-5627

For those candidates referred for interview the following documentation will be required at the time of the interview: for current and former military personnel a copy of form DD-214, Certificate of Release or Discharge from Active Duty (Member Copy 4) if applicable; for current or former Federal employees a copy of your most recent SF-50 noting your current position, grade level, duty location, and salary level; and a legible copy of college transcripts if you are qualifying based on any educational requirements that may be listed in this vacancy announcement.

For further information please call:
LOC Employment Office
202) 707-5627

For additional information about this position please contact:

Contact: EMPLOYMENT OFFICE
2027075627

Please submit your application package to:
LIBRARY OF CONGRESS
101 INDEPENDENCE AVENUE SE
LM-107
STAFFING AND RECRUITMENT GROUP
WASHINGTON, DC 20540-2295

THE LIBRARY OF CONGRESS IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES WHO MEET ELIGIBILITY REQUIREMENTS ARE STRONGLY ENCOURAGED TO APPLY (SEE 'ADDITIONAL INFORMATION').